



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date March 2, 1978	1. Agency Address Georgia Department of Agriculture Animal Industry - Meat Inspection 19 M.L.King Dr. Atlanta, Ga. 30334	Application Number 415-A	Date Received MAR 7 6 1978
Application Number 192		Date Completed 1978	

2. Person to Contact Dr. H. G. Woodard	Working Title Ass't State Veterinarian	Telephone Number 656-3673
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3. Action Requested
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.
c. <input checked="" type="checkbox"/> Amend Application No. 415 Check One: <input checked="" type="checkbox"/> Change <input type="checkbox"/> Supersede <input type="checkbox"/> Void

4. Dates of Series Earliest 1/76 Latest to date	5. Records Series Title (followed by title used in office, if different) ESTABLISHMENT REVIEW AND EVALUATION REPORT FILE
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6. Division and Office Function
What is the function of the Division and the Office in which this record series is created? The Animal Industry Division is responsible for supervising and regulating the animal industry in Georgia. It administers and supervises veterinary activities in the State to control and eradicate diseases in all animals. It also provides an inspection service to assure the wholesomeness of meat and meat products intended for human consumption.

7. Record Series Description
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The results of sanitation inspections conducted in abattoirs and meat packing plants. Included are: Forms ESTABLISHMENT REVIEW AND EVALUATION REPORT. The form identifies the establishment, its location, operator's name, date and status of previous review of establishment, and the date and status of current review, and the name of the reviewer.

File is arranged: alphabetically by plant.

8. Monthly Reference Rate
How often are records referred to which are: One to six months old 30 ; Seven to twelve months old 30 ; Thirteen to twenty-four months old 5 ; twenty-five months and older 2 ?

9. Annual Rate of Accumulation of Records
Letter-size drawers 1 ; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ellis D. Lipe</i>	3/2/78	<i>Ellis D. Lipe</i>	3/2/78

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	4-7-78
Secretary of State/Designee	<i>Canall Hart</i>	4-7-78
Attorney General/Designee	<i>[Signature]</i>	4-11-78

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)